

# PAGERS AND AIRTIME SERVICES ORDERING PROCEDURES

## STD 65 (Sample)

STATE OF CALIFORNIA CONTRACT/DELEGATION PURCHASE ORDER STD 65 (REV. 3-91)			AGENCY BILLING CODE		CONTRACT/DELEGATION NO.		PAGE OF PAGE OF		
S H I P  T Attn: O			B I L L  T O		DATE (MONTH, DAY, YEAR) / /  AGENCY ORDER NUMBER  <b>PC</b> VENDOR: THIS NUMBER <i>MUST</i> BE SHOWN ON INVOICE				
TO FIRM ADDRESS  (Type or Print Legibly)					COMPLETE ONLY WHEN TO BE USED AS VENDOR'S INVOICE  I hereby certify that this VENDOR'S INVOICE is a true and just bill and payment has not been Received.  VENDOR'S SIGNATURE ➤				
VENDOR NUMBER                      S/B                      ETH					TITLE (OWNER, MGR., CLERK, ETC.)				
NOTICE TO MERCHANT  1. Show the Agency order number and Contract Delegation number on your invoice. 2. Show cash discounts offered on your invoice. 3. Submit invoice in triplicate. If not on printed billhead, vendor please sign invoice.					4. Vendor Federal Employer Identification Number (FEIN) is required. 5. Submit original receipted expense bills if your invoice includes prepaid transportation charges. 6. All shipments shall be F.O.B. destination unless otherwise stated on this order.				
DATE WANTED                      SHIP VIA						TERMS			
ITEM NO.	QUANTITY	UNIT	COMMODITY CODE	DESCRIPTION		UNIT PRICE	EXTENSION		
FOB						SALES TAX			
CHANGE AGAINST	PROGRAM CATEGORY (CODE AND TITLE)		FUND TITLE		(OPTIONAL USE)		TOTAL		
	ITEM		CHAPTER	STATUTE	FISCAL YEAR	OBJECT OF EXPENDITURE (CODE AND TITLE)		O.E.    EQ	
CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER  I HEREBY CERTIFY, On personal knowledge that this order for the purchase of the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California; that all such legal requirements have been fully complied with				UNENCUMBERED REMAINDER AFTER POSTING THIS ORDER TO ALLOTMENT EXPENDITURE LEDGER		.			
TITLE				ADJUSTMENT INCREASING ENCUMBRANCES		.			
SIGNATURE				ADJUSTMENT DECREASING ENCUMBRANCES		.			
➤				CERTIFIED CORRECT (SIGNATURE) ➤		.			

DISTRIBUTION: Copy 1 - Vendor; Copy 2 - Procurement; Copy 3 - Packing Slip; Copies 4-7 - Miscellaneous (Agency)

**PAGERS AND AIRTIME SERVICES  
ORDERING PROCEDURES**

**STATE AGENCY MSA CONTRACT PERFORMANCE REPORT**

**GENERAL INFORMATION**

Date: \_\_\_\_\_  
Agency Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Order Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**OUTSTANDING PERFORMANCE**

Have you hired this Contractor previously? Yes \_\_\_\_\_ No \_\_\_\_\_

Provide a brief explanation of the situation and what was done by the Contractor that made their work outstanding:

**PROBLEM REPORTING**

Has the problem been resolved? Yes \_\_\_\_\_ No \_\_\_\_\_

Provide a brief explanation of the situation that resulted in the problem:

Discuss what the Contractor and your Agency have done to resolve the problem:

**STATE OF CALIFORNIA**

**STD 2 AGREEMENT**

**STD. 2 (REV. 5-91) (REVERSE)**

1. The Contractor agrees to indemnify, defend and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work service, materials or applies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract.
2. The Contractor, and the agents and employees of Contractor, in performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of State of California.
3. The State may terminate this agreement and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.
4. Without the written consent of the State, this agreement is not assignable by Contractor, either in whole or in part.
5. Time is of the essence in this agreement.
6. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
7. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.